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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

Document No. DATE: 9 July 1958

NO CHANGES TO CLASS.

FROM : Acting Chief, Language and Area School

CLASSIFIED TO: TS S C

PRA Memo, 4 Apr 77

SUBJECT: Weekly Activities Report

Auth: DIA REG. 77/1783

Date: 08 MAR 1978 By: [ ]

1. With C/LAS away getting his son married, [ ] proudly enjoying the sponsorship of a small son and the long Independence Day weekend intervening, LAS activities are at low ebb. Hence, a consolidated report is submitted. 25X1
2. [ ] in consultation with [ ] continue to work on the new program for preparing Agency personnel for working with and on foreign people and foreign cultures. Present plans contemplate a two month course starting October 20th. 25X1
3. Space continues to present problems. With [ ] move to I Building, accomplished on Tuesday, the segregation of the area staff has been completed. Lack of adequate lecture room space will still require that area courses continue to be scheduled in Quarters Eye and this of necessity for as maintenance of half the area library over there. This markedly increases paper work and decreases feasibility of maintaining adequate controls. 25X1

The unfortunate slip-up on the part of finance in issuing retroactive pay checks to at least two contract employees, plus the anticipated overpayment of all contract employees points up again two basic weaknesses of the present system of personnel relationships. PO/TR and his staff have done fine work in this field. But the continuing tendency on the part of other agency components to handle people and particularly contract personnel as statistics rather than as human beings is not calculated to improve either morale or efficiency.

## PRA reports

- a. Twenty-nine Certification for Language Award certificates were graded and sent to Registrar.
- b. Thirty-one people were tested last week in Albanian, French, and Portuguese.
- c. During the week of 2 to 9 July, 29 oral examinations were conducted in French and German.

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25X1

6.  overhaul (external painting and general repair)  
will take place July 21-23.



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